



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

**VACANCY ANNOUNCEMENT**

<b>VACANCY ANNOUNCEMENT NO.</b>	<b>OPENING DATE</b>	<b>CLOSING DATE</b>
<b>SFSU MPP-ESEP-05-07</b>	<b>03/23/2005</b>	<b>Application will be accepted until sufficient applications are received</b>
<b>POSITION TITLE, SERIES, GRADE AND SALARY</b>	<b>LOCATION &amp; DUTY STATION</b>	
<b>Engineering Technician (AutoCAD)</b>	<b>Office of Environmental Health &amp; Engineering</b>	
<b>GS-802-5, \$27,569 per annum</b>	<b>Sanitation Facilities Construction</b>	
<b>GS-802-6, \$30,731 per annum</b>	<b>Santa Fe, New Mexico</b>	
<b>GS-802-7, \$34,149 per annum</b>		
<b>GS-802-8, \$37,819 per annum</b>		
<b>(Special Salary Rates Authorized Under 5USC 5303)</b>		

**AREA OF CONSIDERATION:** All Sources

Relocation: Expenses will not be paid; but if positions are announced outside the local commuting area and an applicant from outside the local commuting area is selected, then IHS is obligated to pay relocation expenses.

**CONDITIONS OF EMPLOYMENT:**

Two (2) Permanent Full-Time Positions. The incumbent of this position is subject to call back and/or standby work.

Applicant must possess a valid state Driver's License.

If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.

In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.

Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

**DUTIES AND RESPONSIBILITIES:** The purpose of this position is to provide an engineering technician to complement and provide technical assistance to project engineers in the direct design and construction of sanitation facilities authorized under P.L. 86-121. Uses knowledge of surveying, drafting, and construction, and applies a limited knowledge of engineering and sanitation facilities. Performs drawings from general notes, sketches, and instructions, and surveying information to generate drawings on AutoCAD. Field investigations are conducted some tasks include soil evaluations, recording data, interpreting drawings. Surveys are varied and complex, requiring calculations. Performs construction inspection for a variety of construction contracts including government and tribal contracts. At higher grades, the employee will be responsible for compiling contract provisions, designing minor water and sewer main extensions, designing routine community facilities, and managing projects which construct individual facilities for individual home sites.

**COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:**

Candidates at the GS-5 level must have had 52 weeks of Specialized Experience equivalent to at least GS-4.

Candidates: GS-6 and above must have had 52 weeks of Specialized Experience equivalent to the next lower level.

GS-6 equivalent to at least GS-5; GS-7 equivalent to at least GS-6; and GS-8 equivalent to at least GS-7.

**Specialized Experience:** Examples of occupations that may have provided qualifying specialized experience include: draftsman, surveying technician, construction, estimator, physical science technician, or mathematical technician.

Experience in a trade or craft may be credited as specialized experience when the work provided intensive knowledge of engineering principles technique, methods, and precedents. Examples are trade positions with substantial developmental, test, or design responsibilities such as:

- Planner and estimator who analyzed designs for production purposes.
- Instrumentmaker or modelmaker who performed design or development work on devices fabricated.

Certification: Engineering technicians may be certified by the National Institute for Certification in Engineering Technologies, an organization sponsored by the National Society of Professional Engineers. Certification by the Institute will be helpful as a measure of the technician's quality of experience.

Substitution of Education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions. Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. Successful completion of a full 4 year of course of study leading to a bachelor's degree. Candidate must provide a copy of transcripts.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion candidates for GS-5 and above must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **Applicants must address the following KSAs on a separate sheet of paper.**

#### **GS-5**

1. Ability to read and interpret construction drawings and specifications.
2. Ability to perform simple site investigations and record information.
3. Ability to perform conventional drawings and drafting site plans.

#### **GS-6**

1. Ability to perform site investigations and record information.
2. Ability to perform conventional drawing and drafting using AutoCAD.
3. Ability to design on-site wastewater disposal and water supply facilities.
4. Ability to perform routine math including algebra and arithmetic.

#### **GS-7**

1. Ability to use AutoCAD or similar software for transfer of surveying data and subsequent drawing preparation.
2. Ability to perform site reviews and record information.
3. Ability to interpret plans and specifications.
4. Ability to plan and complete surveys using surveying equipment.
5. Knowledge of and ability to design conventional and non-conventional water and wastewater systems.

#### **GS-8**

1. Ability to use AutoCAD or similar software for transfer of surveying data and subsequent drawing preparation.
2. Ability to perform site reviews and record information.
3. Ability to interpret plans and specifications.
4. Ability to plan and complete surveys using surveying equipment.
5. Knowledge of and ability to design conventional and non-conventional water and wastewater systems.
6. Ability to prepare final plans and specifications for individual facilities.

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#### **WHO MAY APPLY:**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan. Candidates must indicate whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**Indian Preference:** Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

**Veterans Preference:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**Reasonable Accommodations:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Charlotte Yazza-Bain (505) 988-9821. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**Displaced Federal Employees Requesting Special Selection Priority Consideration:** If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP).

Career Transition Assistance Program (CTAP) –To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

Interagency Career Transition Assistance Program (ICTAP) – If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    - 1) Received a specific RIF separation notice; or
    - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    - 3) Retired with a disability and whose disability annuity has been or is being terminated; or
    - 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
    - 5) Retired under the discontinued service retirement option; or
    - 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
  - OR
  - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

-If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

-If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

➤ Only U.S. citizens may be appointed to the competitive service.

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#### **WHERE TO APPLY:**

**Applications MUST be submitted by 5:00 pm, close of business on the closing date to the following address:**

Santa Fe Indian Hospital  
Human Resources Office  
1700 Cerrillos Road  
Santa Fe, NM 87505

For copies of vacancy announcements, download from the IHS website at [www.ihs.gov](http://www.ihs.gov) or Office of Personnel Management (OPM) website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or contact us. We do not FAX vacancy announcements.

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#### **REQUIRED DOCUMENTATION:**

Verification of Indian Preference: Applicants who wish to receive Indian preference **MUST** submit the BIA Form 4432, "Verification of Indian Preference for Employment in BIA and IHS Only." This certifies the applicant as Indian as defined by the IHS Circular No. 87-3, dated July 9, 1987. Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.

OF-306, Declaration for Federal Employment. Form may be downloaded from: [www.opm.gov/forms/pdfimage/of0306.pdf](http://www.opm.gov/forms/pdfimage/of0306.pdf).

Statement Authorizing Review of Application.

**Copy of valid State Driver's License.**

Statement addressing the Knowledge, Skill, and Ability Supplemental Questionnaire.

Candidates may provide a certificate from the National Institute for Certification in Engineering Technologies.

See '**HOW TO APPLY**' on the last page, for additional information.

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#### **OTHER IMPORTANT INFORMATION:**

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of

misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made within 90 days of the date the Certificate of Eligible was issued provided the positions to be filled have the same title, series, grade, are in the same geographic location as the position announced, and have the same qualification requirements.

**EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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**DIVISION OF HUMAN RESOURCES CLEARANCE:**

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Human Resources Assistant

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Date

**THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:**

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application."

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Signature

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Date

## HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.			
<b>Optional Application for Federal Employment – Form Number OF-612</b> <a href="http://www.opm.gov/forms/pdf_fill/of0612.pdf">www.opm.gov/forms/pdf_fill/of0612.pdf</a>	<b>Application for Federal Employment Form Number SF-171</b> <a href="http://forms.psc.gov/forms/SF/SF-171.pdf">http://forms.psc.gov/forms/SF/SF-171.pdf</a>	<b>Résumé or Other written application format with information requested below.</b> <a href="http://www.opm.gov/forms/pdfimage/of0510.pdf">www.opm.gov/forms/pdfimage/of0510.pdf</a>	
If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.			
<b>Procedure for using résumé or other written application:</b> Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.			
<b><u>JOB INFORMATION</u></b> Announcement number, title and grade of the job for which you are applying.			
<b><u>PERSONAL INFORMATION</u></b> Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes). Social Security Number. Country of citizenship.			
<b><u>EDUCATION</u></b> High School (name, city, state, ZIP code if known), and date of diploma or GED. College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned). To obtain educational credit, applicants must submit a copy of all college transcripts.			
<b><u>WORK EXPERIENCE</u></b> Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee. Highest federal civilian grade held (give job series and dates held) Work experience (paid and unpaid) Job title (include series and grade if federal job) Duties and accomplishments Employer's name and address Supervisor's name and telephone number Starting and ending dates (month and year) Hours per week Salary Indicate if we may contact your current supervisor.			
<b><u>OTHER QUALIFICATIONS</u></b> Give dates but do not send documents unless requested Job related training courses Job related skills, i.e., computer software/hardware, tools, typing speed Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice) Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.			
<b>Submit a copy of applicable documents with your application if you are in the following categories:</b>			
<b>COMMISSIONED OFFICER</b>	<b>INDIAN PREFERENCE</b>	<b>VETERAN PREFERENCE</b>	<b>FEDERAL EMPLOYEE</b>
<ul style="list-style-type: none"> <li>➤ Current Billet description.</li> <li>➤ Most recent "Commissioned Officers Effectiveness Report".</li> <li>➤ Child Care Statement Form.</li> <li>➤ Applicable Licensure.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.</li> <li>➤ Current employees of National Programs-Albuquerque, Albuquerque Area, or Nashville Area, may state that proof of certificate of Indian preference is on file in their Official Personnel Folder (OPF).</li> <li>➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or</li> <li>➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents.</li> <li>➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.</li> <li>➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc.</li> <li>➤ Current performance appraisal.</li> <li>➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.</li> </ul>